



City of Loma Linda Official Report

Floyd Petersen, Mayor
Karen Hansberger, Mayor pro tempore
Robert Christman, Councilmember
Stan Brauer, Councilmember
Robert Ziprick, Councilmember

COUNCIL AGENDA: February 24, 2004
TO: City Council
VIA: Dennis R. Halloway, City Manager
FROM: Diana De Anda, Finance Director
SUBJECT: Update to the Service Fee Study

RECOMMENDATION

Amend Resolution No. 2315 pertaining to Fee for Services S-006.

BACKGROUND

The City contracted with Revenue & Cost Specialists (RCS) to provide an update to the City's cost of services fee study. At the workshop with City Council on January 6, 2004, Council directed staff to reduce service fee (S-006) relating to appeal processing, for single-family residence to the Planning Commission and City Council. This adjustment was inadvertently overlooked in the resolution and final fee schedule presented to Council at the February 10, 2004 meeting. Staff has applied the reduced fee per Council direction and is proposing an amendment to Resolution No. 2315.

ANALYSIS

The calculated cost and recommended fees for appeal processing are as follow:

- Appeal to the Planning Commission of a staff decision cost the City \$2,330 with a recommended fee of \$1,165 and a reduced fee of \$100 for a single-family residence.
- Appeal to the City Council of a Planning Commission decision cost the City \$1,630 with a recommended fee of \$815 and a reduced fee of \$100 for a single-family residence.

The City will be subsidizing fifty percent (50%) of the cost of appeals to Planning Commission and City Council, and subsidizing ninety percent (90%) to ninety-five percent (95%) for the cost for a single-family residence appeals.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LOMA LINDA, AMENDING RESOLUTION 2315 RELATING
TO FEES ASSOCIATED WITH THE APPEAL PROCESS

WHEREAS, the City Council adopted Resolution 2315 on February 10, establishing a schedule of fees and charges for City Services; and

WHEREAS, the City Council referred the fee associated with the appeal process, S-006, to Staff for possible reduction as it related to owners of single-family residences; and

WHEREAS, an extensive and exhaustive analysis of City services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services has been conducted; and

WHEREAS, heretofore the City Council has adopted Ordinance No. 455 on July 23, 1991, establishing its policy as to the recovery of costs and more particularly the percentage of costs reasonable borne to be recovered from users of City services and directing staff as to the methodology for implementing said Ordinance; and

WHEREAS, pursuant to Government Code Section 66016, the specific fees to be charged for services must be adopted by the City Council by Resolution; and

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services need be adopted so that the City might carry into effect its policies;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOMA LINDA DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Fee Schedule Adoption. The following schedule of fees and charges as amended are hereby directed to be computed by and applied by the various City departments, and to be collected by the City Finance Department for the special services when provided by the City or its designated contractors as herein listed and incorporated as Exhibit "A".

Section 2. Separate Fee for Each Process. All fees set by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

A. Added Fees and Refunds. Where additional fees need to be charged and collected for completed staff work, or where a refund of excess deposited moneys is due, and where such charge of refund is ten dollars (\$10.00) or less, a charge or refund need not be made, pursuant to California Government Code Sections 29373.1 and 29375.1 and amendments thereto, unless specifically requested within 30 days.

B. Defining and Timing of Fee Schedule. Definitions regarding and the timing of the implementation of the hereinafter-enumerated fee schedules shall be as stipulated in Ordinance No. 455.

Section 3. Interpretations. This resolution may be interpreted by the several City department heads in consultation with the City Manager and should there be a conflict between two fees, then the lower in dollar amount of the two shall be applied.

Section 4. Intention. It is the intention of the City Council to review the fees and charges as determined and set out herein based on the City's next Annual Budget and all the City's costs reasonably borne as established at that time and, as and if warranted, to revise such fees and charges based thereon.

Section 5. Overhead Rates. Overhead rates as recommended by the Revenue & Costs Specialists, LLC Schedule of Fees and Charges Update for City Services are effective upon effective date of resolution.

Section 6. Constitutionality. If any portion of this resolution is declared invalid or unconstitutional, then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

Section 7. Effective Date. This Resolution shall go into full force and effect immediately, but shall be subject to the terms and conditions of Ordinance No. 455.

PASSED, APPROVED AND ADOPTED this 24th day February 2004 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Floyd Petersen, Mayor

ATTEST:

Pamela Byrnes-O'Camb, City Clerk

FEE SCHEDULE

| SERVICE | REF. NO. | FEE |
|---------------------------------------|----------|--|
| Building Plan Checking | S-001 | UBC Table 1-A and selected Uniform Administrative Code Tables |
| Sign Permit – Building | S-001A | \$95 per permit |
| Pool Permit | S-001B | \$150 Pool \$115 Spa |
| Fire Plan Check & Inspection | S-002A | LL Fire Prev. Plan Chk/Insp fee schedule, re: UBC Table 1-A |
| Hydrant Flow Field Test | S-002E | 50% recovery rate, \$60 Single Family Residential, \$135 Other |
| Planning Variance Review | S-005 | \$2,015 per application \$200 owner-occupied single family residence |
| Appeal Processing | S-006 | \$1,165 per application – appeal to Planning Commission \$815 per application – Appeal to City Council to recover 50% of costs \$100 per application for owners of single-family residences - appeal to Planning Commission \$100 per application for owners of single-family residences – appeal to City Council |
| Time Extension Review | S-007 | \$2,760 per application – Subdivision \$2,215 per application - Other |
| Specific Plan Review | S-008 | \$15,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs |
| Categorical Exemption | S-009 | \$355 per application |
| Initial Study | S-009A | \$3,400 per application plus \$170 per technical study |
| Environmental Impact Report Review | S-009B | \$15,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs |
| Zone Map Change Review | S-010 | \$2,625 per application |
| General Plan Amendment Review | S-011 | \$4,835 per application – Text \$4,575 per application Map Any outside work to be passed through to the applicant |
| Development Agreement | S-012 | \$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs |
| Conditional Use/Precise Design Review | S-013 | \$4,220 – New up to 4 units Multi-Family Residential \$4,220 – New <20,000 sq. ft. \$5,560 – New >20,000 sq. ft. \$4,120 – Existing Non-Residential |
| Review of Minor Variance | S-014 | \$630 per application to recover 50% cost \$200 Owner-occupied single family residence |
| Minor Modification to Approved Plan | S-014A | \$320 per application |
| Preliminary Review | S-015 | \$1,030 per application with 50% of the fee to be credited against future fees if the project is actually submitted |
| Review of Code Amendment Request | S-016 | \$2,150 per application |
| Review of Annexation Request | S-017 | \$15,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside |

| SERVICE | REF. NO. | FEE |
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| | | costs |
| Review of Home Occupation Request | S-018 | \$106 per application |
| Certificate of Compliance | S-018A | \$500 per application |
| Lot Line Adjustment Request | S-019 | \$1,645 per application |
| General Plan/Zoning Verification Letter | S-020 | \$205 per letter |
| Review of Wall/Fence/Patio Location | S-021 | \$50 per application |
| Land Use Permit | S-021A | \$90 per application - Change of Tenant/Owner \$260 per application- Change of Land Use |
| Sign Permit Design Review | S-022 | \$220 per application |
| Master Sign Plan Review | S-022A | \$1,970 per application |
| Temporary Sign Permit | S-022B | \$50 per application |
| Tentative Parcel Map Review | S-023A | \$4,585 per application plus \$10 per lot for every lot over 9 lots |
| Tentative Tract Map Review | S-024 | \$4,965 per application plus \$20 per lot |
| Amendment to Approved Plans | S-024A | \$2,290 per application requiring Planning Commission Review only \$3,050 per application requiring Planning Commission and City Council review |
| Re-Address Processing | S-024B | \$190 per address |
| Final Subdivision Map Check | S-025 | \$4,890 – 5-50 lots \$7,015 – 51-100 lots \$10,000 deposit – 100+ lots |
| Subdivision Improvement Plan Check | S-026 | \$500 - \$0-\$5,000 \$750 - \$5,001 - \$10,000 6% construction costs - \$10,001 - \$25,000 \$1,500 + 5% of estimate over \$25,000 - \$25,001 - \$75,000 \$4,000 +4.15% of estimate over \$75,000 - \$75,001 - \$125,000 \$6,075 + 3.3% of estimate over \$125,000 - \$125,001 - \$200,000 \$8,550 +2.15% of estimate over \$200,000 - \$200,000+ |
| Improvement Inspect | S-027 | \$50 minimum based on construction valuation of: \$0 - \$25,000 – 5% of construction costs \$25,000 - \$75,000 – 4.5% of construction costs over \$75,000 – 4% of construction costs |
| Satellite Dish and Antenna Filing | S-028A | \$435 per application |
| Street Vacation Review | S-029 | \$4,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs |
| Review of Utility Reimbursement Agreement | S-030 | \$1215 per application |
| Small Project Review & Site Review | S-031 | \$1,360 per application |
| NPDES Business Review/Inspection | S-032 | \$280 per business |
| Construction Permits | S-032B | \$91 - curb and gutter \$32.50 - crossgutter \$65 sidewalk/driveway/alley approach, wheelchair ramp \$0.13 per sq/lin ft (\$65 minimum) sewer storm drain (lin ft), alley gutter \$0.04 per sq ft pavement replacement 4% of cost of construction (\$260 minimum) pavement |

| SERVICE | REF. NO. | FEE |
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| | | \$65 + \$1.30 per sq ft - street cut |
| Tenant Improvement | S-033 | \$145 per application |
| General Plan Update | S-034 | 10% surcharge on all Building Dept. Permits to recover 50% of cost |
| Parking Enforcement | S-035 | Vehicle Code/Court approved bail schedule |
| Residential Parking Permit | S-035A | No fee for registered vehicle at residential address + 1 guest permit; \$5 replacement & additional permits |
| Parking Boot Installation/Removal | S-035B | \$15 per vehicle |
| Verification of Vehicle Reg. Tags | S-035C | \$10 per vehicle |
| State-mandated Fire Inspection | S-037 | \$70 per hour (1 hour minimum) |
| Weed Abatement | S-039 | Cost + 30% or \$100, whichever is greater |
| Public Nuisance Abatement | S-039A | Cost + 30% or \$100, whichever is greater |
| Abandoned Vehicle Abatement | S-039B | Cost + 30% or \$100, whichever is greater |
| Vehicle Tow Cost Recovery | S-039C | \$88 per vehicle |
| Engine Company Inspections | S-040 | \$45 (6,000 sq ft or less) small office/mercantile/manufacturing \$90 (over 6,000 sq ft) large office/mercantile/manufacturing Apartments: \$45 – 3-30 units; \$70 – 31-60 units; \$90 – 61-100 units; \$180 – 100+ units |
| Fire Prevention Inspection | S-040A | \$70 per hour (1 hour minimum) |
| Special Event Permit | S-041 | \$280 per application |
| Special Event Inspections | S-041A | \$70 per hour (1 hour minimum) |
| Fire Code Permit – Annual | S-041B | \$140 per permit; \$100 per permit if 2 or more permits |
| Fire Code Permit | S-041D | \$70 per permit |
| Burn Permit | S-041E | \$35 per permit |
| Fire False Alarm Response | S-042 | 1 st 3 responses in 6mo calendar period free 4 th response - \$90/piece of apparatus 5 th response - \$180/piece of apparatus 6 th response - \$270/piece of apparatus |
| Special Event Services | S-043 | Actual cost of all personnel used at the fully allocated hourly rates |
| Park Use Permit | S-043B | 1day – no fee; extended use - \$245 |
| Traffic Accident Report Sales | S-044 | \$.20 per page |
| Fire Incident Report Sales | S-045 | \$.20 per page |
| CPR Classes | S-046 | Residents \$15 + materials & outside costs Non-residents \$25 + materials & outside costs |
| First Aid Classes | S-047 | Residents \$15 + materials & outside costs Non-residents \$25 + materials & outside costs |
| Collection Transmittal Charge | S-054A | \$16 per account |
| Banner Hanging | S-055 | \$180 per banner |
| Connect to Lateral Install | S-060C | \$85 + material cost - 5/8" – 1" \$315 + material cost – 1-1/2" – 2" \$475 + material cost – 3+" |
| Connect to Street Main Install | S-060D | \$1,015 + material cost – 1" – 2" \$2,030 + material cost – 3+" |
| Water Meter Check Request | S-060E | \$40 per meter, to be refunded if the meter is running fast |
| Sewage Spill on Public R-O-W | S-061 | Charge the fully allocated hourly rates for all responding personnel |
| Delinquent Water Turn Off/On | S-061C | \$58 at time of service turn-on |

| SERVICE | REF. NO. | FEE |
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| | | \$25 over and above other fees after hours charge |
| New Utility Account Set-Up | S-061D | \$20 per account – read only; \$28 per account – turn-on required; \$100 per residential unit prepayment against future utility bills |
| NSF Check Collection | S-062 | \$22/NSF check |
| Bid Plans/Specs Mailing | S-063 | \$16 per request |
| Agenda/Minutes Processing | S-067 | \$25 per subscriber per year + SASE Same information is available on City website free |
| Document Copying | S-068 | \$.20 per page |
| Subordination Agreement | S-069 | \$115 per agreement |
| Affordable Housing Demand/Reconveyance | S-069A | \$65 per application |
| Network Infrastructure Cert. | S-070 | \$50 per unit + \$10 per data jack |
| Facility Rental | S-071 | Market rate; the average annual square footage cost is \$32.77. Cost per rental determined by the hours that each room is available to calculate a per hour cost per square foot |
| GIS Digital Data/Printout | S-072 | \$81 per unit |